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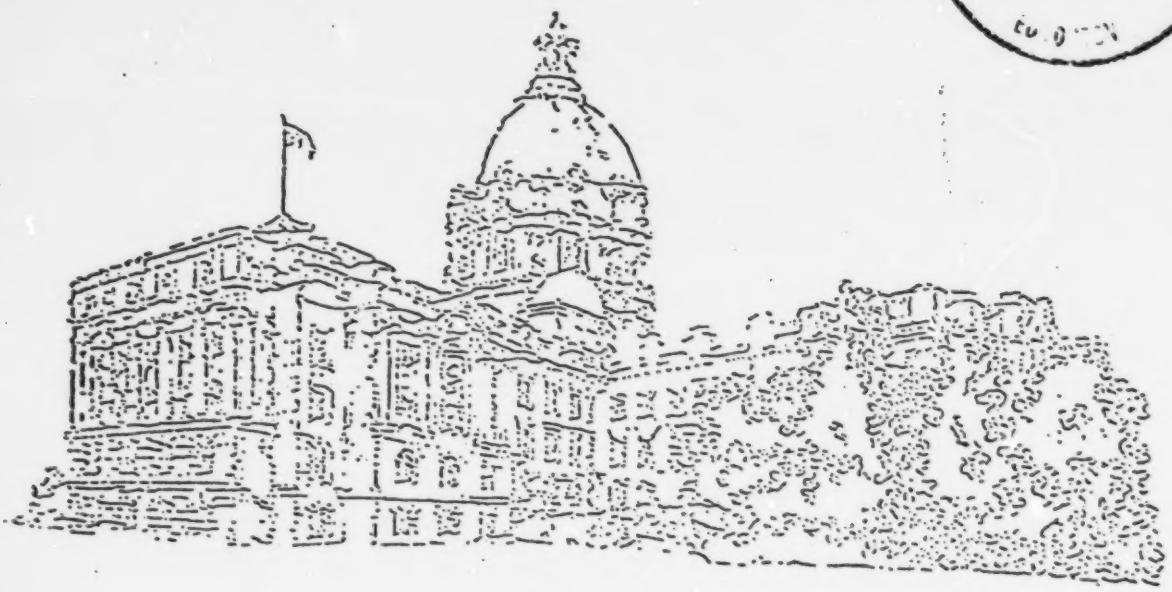

ALBERTA LEGISLATIVE INTERNSHIP PROGRAM

INTERN HANDBOOK

Pettifer, K.

The purpose of this handbook is not to offer a definitive statement of all that interns should know and do, but to provide some introductory information on their responsibilities to the program, the nature of their work for M.L.A.s, and procedures developed to assist them in the fulfillment of their duties.

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OBJECTS OF PROGRAM

The main purpose of the program is to provide selected graduates of Alberta's universities with an opportunity to experience, firsthand, the functioning of Alberta's parliament (the Legislative Assembly) and the work of the members of that parliament (the M.L.A.s).

At the same time, the program provides M.L.A.s with exceptionally competent and effective assistance, particularly in research and in work for constituents. The program enables members to augment their effective range of activity by delegating, with confidence, selected research tasks and some constituency and other matters, thereby freeing themselves for personal attention to other work.

The ultimate value of the program lies in the development of a nucleus of promising young Albertans, potential future leaders, who understand better the principles of our parliamentary system of self-government and the work of elected representatives within it.

HISTORY

The Alberta Legislative Internship Program started in the fall of 1974. A former academic adviser to the program describes it as being one of the best in North America.

Since its inception, the program has attracted continuing interest from graduates of Alberta's universities. Through its annual schedule of seminars held at the universities of Lethbridge, Calgary, and Alberta, the interns have been able to interest students in the importance of provincial politics and in Alberta's parliamentary system of self-government.

Interns have found their ten-month term to be a valuable experience. It has been observed that legislative internship programs provide a useful step in the development of almost any career, including those in teaching, the communications media, participation or leadership in politics or the public service.

ADMINISTRATION

The Speaker of the Legislative Assembly is the administrator of the program and chairman of the program's Selection and Advisory Committee. This committee consists of two government caucus representatives, representatives from each opposition caucus and an academic adviser from each of the universities of Calgary, Lethbridge and Alberta.

The committee advises the chairman on policy and selects interns for the following term from the group of applicants who are interviewed.

ETHICS

Ethical rules have been developed by the Selection and Advisory Committee chairman to assist interns in the upholding of political impartiality and strict confidentiality in their work. Because such rules cannot be comprehensive, interns are relied upon to adopt basic principles, in conjunction with common sense, as a guide to professional conduct.

Interns are expected to work with equal effectiveness for government members and for opposition members.

Interns should always act in a non-partisan manner and therefore cannot be expected to engage in partisan political activity or support a political party, constituency association or candidate.

Interns may attend conventions of Alberta political parties and other political meetings or rallies, but only as observers. If a provincial general election or by-election occurs during the intern program, interns may be asked to assist election personnel.

Interns do not disclose confidential information or the source of such information. The rule of confidentiality extends to avoiding disclosure of assignments received from M.L.A.s. This includes refraining from disclosing an assignment received from an M.L.A. to another M.L.A. of the same caucus or party.

An intern should not engage in activities or assume any employment that will interfere with his or her performance as an intern.

An intern should immediately inform the chairman of the Selection and Advisory Committee if a conflict of interest situation arises.

CONTRACT

Interns are engaged for ten months (early September to the end of June) on a non-renewable basis. The contract which all interns sign states the terms of employment. Please see Appendix I for a copy of this contract.

The successful continuation and good name of the program rely heavily on interns' respecting their contract and remaining in the program for its full ten-month duration. Applicants who are unable to make this commitment in good conscience should not accept appointment to the program.

Through their contracts, interns are eligible for the group plans of Alberta Health Care and Blue Cross. Arrangements to participate in these plans are made at a meeting early in September with the Director of Administration, Office of the Legislative Assembly.

The contract does not provide for other than statutory holidays. A possible two-week vacation at Christmas is subject to the approval of both the Selection and Advisory Committee chairman and members for whom the interns work.

If an intern should fall ill for a long period of time, he or she should contact a Selection and Advisory Committee member who represents the caucus to which he or she is assigned, the Office of the Speaker, as well as the appropriate member or members to arrange for redistribution of work to other intern(s) assigned to the same caucus.

ORIENTATION

During September, interns meet with members and officers of the Legislative Assembly and officials of government departments. The purpose of the orientation is to increase the intern's understanding of the structure and function of government.

Resumes, which are collected from the interns during the summer, are forwarded to all of those who agree to schedule appointments. The same resumes are circulated among interns.

Reading material which is received prior to the meeting day is distributed to the interns. This material should be reviewed prior to the meeting so that stimulating discussion may ensue.

Interns should keep a record of the names, positions and telephone numbers of those whom they meet since future assignments may require further contacts.

Letters of thanks should be forwarded to all of those who participate in the orientation.

CONDENSED RESUME

Each intern is asked to submit to the Speaker's Office a one-page resume which highlights post-secondary educational background, relevant work experience, scholarships, awards, titles of relevant academic papers, present interests, as well as any other information the intern thinks is useful. Please see Appendix II for a sample of an intern's condensed resume. An intern submits this resume with his or her letter of acceptance. The resumes are distributed to those with whom interns meet during orientation and among the interns themselves.

CAUCUS ASSIGNMENT AND ROTATION

Interns are assigned to members or caucuses by a draw made early in September. Then, at the end of January, all of the interns assigned to government members are transferred to opposition members according to another draw made at this time. Interns first assigned to the opposition in September automatically switch to government members. This alternation is a feature of the best parliamentary internship programs; it assures interns that they will spend half of the ten-month period with government members, the other half with opposition members and assures members of a greater degree of objectivity from the interns who assist them.

DUTIES TO M.L.A.s

The work of each intern is assigned to her or him by individual members of the Legislative Assembly who are not cabinet ministers. The duties of interns include researching topics for debate, preparing Bills and motions, writing questions for question period, drafting legislation, writing speeches and newspaper articles and dealing with constituency work.

Interns assigned to the government caucus may, as part of their work, be asked by the Director of Government Research to assist in projects such as preparing background files on Bills and motions to be used in debate.

Since the program is intended to be educational, caucus representatives on the advisory committee should be contacted if an intern believes that work assigned has been consistently non-educational or excessively routine.

Interns are, of course, responsible for the quality of their work and must therefore be certain that information given to members is correct, up-to-date and complete. Assignments should be discussed with members from time to time during the research phase to assure that the final product is useful and appropriate.

While office hours are generally from 8:15 to 4:30, it is expected that interns will work as members' needs and assignment deadlines require.

INTERNS ASSIGNED TO GOVERNMENT CAUCUS

Since the interns assigned to the government caucus are not situated in the offices of the members, emphasis must be placed on ensuring that members are aware of the program and the services available to them. At the beginning of each assignment to the government caucus, interns should make members aware of their services by using the following techniques:

(1) Circulate a brief description of the program and a comprehensive list of services to each member.

Services
- research on a specified topic
- preparation of bills and motions
- writing questions for question period
- writing speeches and newspaper articles
- investigating concerns of constituents and writing responses to them
- travelling to constituencies (with or without members) to assist in constituency work

This list of services is not exhaustive and members should be informed that any other project, related to the duties of a member is appropriate.

(2) A short resume from each intern should be circulated with the description of the program. The condensed resumes, which were prepared for the orientation, would be appropriate.

(3) At or near the beginning of the fall and spring sittings, coffee parties should be organized by the interns so that early contact is established with members. In order to enhance communication, the coffee parties should be kept small by hosting two or three separate parties in the offices of the members. The offices are located on the 7th floor of the Legislature Annex Building and in Room 202, 503 and 513 of the Legislature Building.

(4) The party whip should be contacted prior to the fall and spring sittings and asked to announce, at a caucus meeting, the program and the services available to members.

When describing the program to members, interns should assure them that a rule of strict confidentiality will be followed both during the completion of a project and after their assignment to government members.

Throughout the assignment to government caucus, interns should actively communicate with government members by visiting their offices daily (or as often as possible) so that members become familiar with the interns and use their services.

INTERNS ASSIGNED TO AN OPPOSITION CAUCUS

Interns assigned to an oppositon caucus are located within the opposition office and tend to have regular contact with members. The types of assignments given are worked out informally between the members and the interns. Consequently, formal methods of advertising the services of the interns are unnecessary.

REPORTS TO THE SELECTION AND ADVISORY COMMITTEE

Interns meet with the committee at least once, normally in the fall. A report summarizing and commenting on the activities of the interns should be submitted prior to the meeting. These reports should be candid and thorough.

Towards the end of the program, interns are expected to analyze all components of the program and, if necessary, make specific recommendations for change. These recommendations should be forwarded to all members of the advisory committee and, if discussion is required, a telephone conference may be requested so that a thorough discussion can take place and final decisions can be made.

SEMINARS

Interns participate in a total of six seminars: three at the University of Alberta, two at the University of Calgary and one at the University of Lethbridge. The seminars enable interns to share their practical experiences with the academic community and relate these experiences to the study of political science. To this end, interns have invited guest speakers to lecture at the province's universities after which, interns, university students and faculty members in attendance have participated in discussion. Interns have also participated in open forums, acted as resource persons in undergraduate political science classes and attended graduate level classes to discuss chosen topics.

Seminars held in January are usually concluded with a session which promotes the internship program. These sessions provide the opportunity for interns to describe the internship program and application procedure to interested university students.

The format of the seminars is determined upon consultation by the interns with the academic advisor of the appropriate university. Early in the program, interns should contact each academic advisor to discuss seminar topics, intern responsibilities for the seminars and a tentative timetable. In order to minimize the inconvenience to M.L.A.s and caucuses which may result from interns being absent, seminars should take place when the Legislative Assembly is not sitting.

A recommended schedule follows:

Place	Month
University of Alberta	November
University of Alberta	January
University of Calgary	January
University of Lethbridge	January
University of Calgary	March
University of Alberta	March

Appendix III provides a checklist for the organization of seminars.

SUMMARIES OF LEGISLATION

Interns prepare a summary of all legislation which was passed and all Bills which were read a second time during the fall and spring sittings of the Legislative Assembly.

The summaries are valuable to members as well as to the interns themselves. In addition to familiarizing interns with current legislation, the preparation of summaries provides insight into the form and content of a Bill. This leads to a clearer understanding of how a Bill is prepared as well as of the steps necessary to its passage through the Assembly.

Interns' summaries are distributed to the M.L.A.s, the Legislature Library, Parliamentary Counsel and the Clerk.

Please see Appendix IV for a guide to preparing summaries of legislation.

M.L.A. - INTERN LUNCHEON OR SUPPER

The annual M.L.A. - intern luncheon or supper provides a relaxed atmosphere in which members and interns become better acquainted. For this reason, the luncheon or supper should be held at the beginning of the fall sittings to ensure that early contact is made between members and interns.

The interns, together with the Speaker's executive assistant, make all the arrangements for the luncheon or supper. More than one luncheon or supper may be planned if the interns prefer to meet with members in smaller groups. The intern budget provides funding for the event.

Please see Appendix V for a checklist for organizing the M.L.A.-intern luncheon or supper.

REPORTS FOR THE CANADIAN PARLIAMENTARY REVIEW

Interns are responsible for the writing of four reports on legislative affairs for the Canadian Parliamentary Review, a periodical which is published quarterly by the Canadian Regional Council of the Commonwealth Parliamentary Association. A copy of the Canadian Parliamentary Review is sent to all federal and provincial parliamentarians, clerks and legislature libraries.

The purpose of each report is to provide a summary of important legislation passed as well as of noteworthy events in Alberta's Legislative Assembly.

Please see Appendix VI for guidelines for writing the reports.

ACADEMIC PAPERS AND PROJECTS

Interns are required to complete an academic assignment consisting of a paper or suitable project. The academic paper or project provides interns with the opportunity to refine and distill some aspect of their year's experience.

When interns have decided upon topics, they should contact an academic adviser as well as the Speaker to receive formal approval. Requirements for papers and projects are flexible; however, interns should ensure that their work is of high calibre in both content and quality of language or expression.

Interns submit their comleted papers or projects by mid-June after which they are forwarded to academic advisers for review.

The release of an intern's final cheque is strictly conditional upon the completion and submission of his or her paper or project.

Copies of papers and projects by former interns are available in the Legislature Library. Appendix IX lists the titles of these.

MONTHLY MEETING WITH THE SPEAKER

A monthly meeting with the Speaker in his capacity as program administrator is held, normally, on the last Friday of the month. If this day is inconvenient, an alternate time and date are set.

Agendas for these meetings are prepared by the interns and are submitted to the Speaker's Office one week in advance. Topics covered during these meetings center on interns' activities over the month as well as areas of concern or difficulty. Because interns uphold confidentiality at all times, individual assignments are not discussed.

An intern is expected to take minutes during these meetings and distribute copies to the Speaker and the other interns. Prior to distribution, the minutes are sent to the Speaker's Executive Assistant, who will double-check their style and accuracy.

POLITICAL PARTY CONVENTIONS

Interns endeavour to be observers at political party conventions held in Alberta, but their attendance is not a formal component of the program.

Interns must receive approval from the Speaker to attend a convention, as well as permission to be absent from members for whom they are working.

If approval is given, interns should seek to have the convention registration fee waived as it is not within the scope of the intern budget to provide registration funding. The appropriate caucus representative on the Selection and Advisory Committee should be consulted on this matter.

Interns write and submit to the Speaker a report on each political convention they attend.

Please see Appendix VII for guidelines on attending political party conventions.

TRAVEL

The intern budget has the resources for frugally funded travel within Alberta, on assignment for a member or for other limited purposes, such as the holding of the seminars. Payment of such travel expenses depends on prior approval in writing from the Speaker's Office based on an estimate submitted by the intern.

Due to the program's limited funding, interns should, when possible, arrange car pools for travel outside Edmonton and keep use of hotels or motels to a minimum.

If funding permits, a visit to the Parliament of Canada will occur. The visit is a good educational experience since interns usually meet with members of Parliament and other officials. The visit to Ottawa must be planned for a time when the Alberta Legislature is not in session since the services of the interns will be needed most during sittings.

Members should be informed of the absence of interns at least two weeks prior to the actual date of departure for seminars, constituency assignments and travel outside of the province.

See Appendix VIII for travel expense guidelines and a sample of a completed travel expense form.

ACADEMIC RECOGNITION

The Department of Political Science of the University of Alberta may accept participation in the internship program for course credit at the graduate level. The Faculty of Graduate Studies, University of Calgary, may also extend academic recognition through the Department of Political Science.

Each intern wishing to pursue graduate studies at either the University of Alberta or the University of Calgary, and wishing to obtain academic credit for participation in the program, is required to discuss such possible recognition of credit with the appropriate academic adviser before the beginning of the intern term.

ANNUAL SCHEDULE OF INTERN RESPONSIBILITIES

September

Attend orientation sessions.

Write letters of thanks to the people who participated in orientation sessions and submit these letters to the Office of the Speaker for approval.

Meet with the Speaker's executive assistant to discuss arrangements for the M.L.A.-intern luncheon or supper to be held in October.

Schedule, prepare an agenda for and attend the monthly meeting with the Speaker.

Interns Working for Government Caucus

(a) circulate description of program and services;
(b) circulate resumes;
(c) provide program information to the party whip for announcement in caucus;
(d) organize 2-3 coffee parties for members.

October

Prepare and distribute minutes of the September meeting with the Speaker.

Contact academic advisers to arrange seminar dates and format as well as to gather information on suitable paper topics.

Complete arrangements for the M.L.A.-intern luncheon or supper.

Assign to individual interns specific Bills as they are introduced. This continues until the end of the spring sittings. Each intern should summarize the Bills he or she has been assigned as quickly as possible.

Research and write a report on legislative activities for the Canadian Parliamentary Review. Submit the report to the Speaker's Executive Assistant, who will pass it on to the Speaker for his comments

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker. Be prepared to discuss the M.L.A.-intern luncheon or supper. Also, determine the feasibility of the Ottawa visit and, if approved, start to make plans.

November

Prepare and distribute minutes of the October meeting with the Speaker.

Prepare and submit to the Office of the Speaker the interns' first report to the Selection and Advisory Committee. Arrange with the Speaker's executive assistant for the interns to attend the meeting.

Confirm details of the University of Alberta November seminar.

Write and submit to the Speaker a report on the University of Alberta seminar.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker. Be prepared to discuss the November seminar.

December

Prepare and distribute minutes of the November meeting with the Speaker.

Submit typed summary of Fall legislation to the Parliamentary Counsel of the Legislative Assembly for revisions and approval. Provide the Speaker with a copy of the revised draft for his comments.

Arrange for typing of the final draft of the summary through the Speaker's Office.

Contact appropriate academic advisers about the January seminars.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker.

JANUARY

Complete arrangements for January seminars at the Universities of Calgary, Lethbridge and Alberta.

Write and submit to the Speaker a report on each of the seminars.

Research and write a report on legislative activities for the Canadian Parliamentary Review. Submit the report to the Speaker's Executive Assistant, who will pass it on to the Speaker for his comments.

Meet with the Speaker at the end of the month to arrange for government and opposition interns to be reassigned to opposition and government caucuses, respectively.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker. Be prepared to discuss the January seminars.

February

Prepare and distribute minutes of January meeting with the Speaker.

Interns Newly Assigned to Government Caucus

(a) circulate description of program and services;
(b) circulate resumes;
(c) provide program information to the party whip for announcement in caucus;
(d) organize 2-3 coffee parties for members.

Prepare and submit to the Speaker's Office the interns' second report to the Selection and Advisory Committee.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker.

March

Prepare and distribute minutes of the February meeting with the Speaker.

Complete arrangements for the March seminars at the Universities of Calgary and Alberta.

Write and submit to the Speaker a report on each of the seminars.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker. Be prepared to discuss the March seminars.

April

Prepare and distribute minutes of the March meeting with the Speaker.

Finalize paper topics with appropriate academic advisor and complete research.

Research and write report on legislative activities to the Canadian Parliamentary Review. Submit the report to the Speaker's Executive Assistant, who will pass it on to the Speaker for his comments.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker.

May

Prepare and distribute minutes of the April meeting with the Speaker.

Submit typed draft of the summary of Spring legislaticn to the Parliamentary Counsel of the Legislative Assembly for revisions and approval. Provide the Speaker with a copy of the revised draft for his comments. This should be done very soon after the spring sittings conclude.

Arrange for typing of the final draft of the summary with the Speaker's executive assistant.

Collectively evaluate the program and, if necessary, submit typed recommendations to all members of the Advisory and Selection Committee. If discussion is needed, request an Advisory Committee telephone conference.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker.

June

Prepare and distribute minutes of the May meeting with the Speaker.

Complete and submit academic papers.

Research and write report on legislative activities to the Canadian Parliamentary Review. Submit the report to the Speaker's Executive Assistant, who will pass it on to the Speaker for his comments.

Schedule, prepare an agenda for, and attend the monthly meeting with the Speaker. Be prepared to discuss any unfinished business.

Prepare and distribute minutes of the June meeting with the Speaker.

APPENDIX I

Copy of Contract

THIS AGREEMENT made as of the day of , 1982, pursuant to section 46 of the Public Service Act and Regulations made pursuant thereto:

BETWEEN:

THE HONOURABLE THE SPEAKER (hereinafter called "the Speaker")

and

, of the City of Edmonton, in the Province of Alberta (hereinafter called "the Intern").

In consideration of the payment of sums of money, and other benefits under the Public Service Act hereinafter mentioned, by the Provincial Treasurer to the Intern and, in consideration of the Intern's agreement hereinafter contained, the parties agree as follows:

1. The Speaker hereby engages the Intern as a legislative intern and the Intern agrees to perform the duties of legislative intern as required by the Speaker from time to time for the period September 1, 1982 to June 30, 1982 or the date of earlier termination pursuant to paragraph 7.

2. For those services, the Provincial Treasurer will pay to the Intern a fee of $ per month on the last working day of each month.

3. Deductions from the Intern's fees will be made at source for Unemployment Insurance, Income Tax, Canada Pension Plan and the Intern is eligible for participation in Group Plans for Alberta Health Care and Alberta Blue Cross.

4. The Intern is entitled to statutory holidays and occasional leave in accordance with Public Service Regulations Governing Personnel Administration and Management, and to sick leave accumulation at the rate of one and one-half working days per month.

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5. In respect to travel previously authorized by the Speaker, the Provincial Treasurer will reimburse the Intern for necessary fares, meals and accommodations upon production of receipts, and where a private automobile is engaged for travel, rental charges or mileage at the rate as specified by Public Service Regulations Governing Personnel Administration and Management.

6. The consideration and benefits herein provided are in place of any entitlement to overtime or annual vacation or pay in lieu thereof and are also in lieu of any benefits that may otherwise have been available to the Intern pursuant to the said Public Service Regulations Governing Personnel Administration and Management.

7. This agreement may be terminated by the Speaker for cause or upon the giving of thirty days' prior written notice or compensation of one month's fee in lieu thereof.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this day of , 1982.

SIGNED, SEALED AND DELIVERED)

_____) _____

INTERN WITNESS

SIGNED, SEALED AND DELIVERED)

_____) _____

SPEAKER WITNESS

ADDRESS AND TELEPHONE NUMBER OF NEXT-OF-KIN:

_____

_____

_____

APPENDIX II

Sample of a
legislative intern's condensed resumé

JOHN DOE, LEGISLATIVE INTERN

Post Secondary Education:	University of Calgary B.A. (Honours) History and Political Science
Related Research:	Honours Thesis: "Politics and Oil in Alberta since 1947: A Study of the Development of Western Canadian Economic Consciousness". Political Science 420: "Similarities and Differences in Government Involvement in the Coal and Oil Industries of Alberta". Political Science 462: "The Alberta Heritage Savings Trust Fund as a Political Liability".
Past Employment:	1) Researcher, Canada West Foundation, Summer 1981 (field of study: Federal Social Programs and Impact in West). 2) V.P. External U. of C. 1980-81. 3) Data Analyst, Esso Resources, Calgary, Summer 1978, 1979, and 1980.
Awards:	Louise McKinney Undergraduate Scholarship, 1981.
Areas of Interest:	Public policy analysis and research, especially in oil industry and federal-provincial relations.

APPENDIX III

Organization of a seminar

1. Appoint one intern to be responsible for co-ordinating the seminar.

2. Contact the appropriate advisory committee representative by telephone and arrange a date and time for the seminar. Get the professor's suggestions for a topic or issue to be discussed. Ask the professor to book a room and request that the seminar not be held during an exam week or a reading week. Ask the advisor to inform his colleagues of the seminar and to announce it to the students.

3. Check with all interns to ensure that the topic selected is suitable. Prepare for the seminar by familarizing yourselves with the topic and by drafting a few possible points for discussion.

4. In January, the seminars at the University of Lethbridge and the University of Calgary should be arranged on two consecutive days to cut down on travel time and expenses. A schedule of Lethbridge on Monday and Calgary on Tuesday works well. For all seminars hosted in January, interns should be prepared to make a short presentation on the intern program, in order to encourage interested students to submit applications. Some areas that should be mentioned include:

- a general introduction to describe the purpose of the program
- the application process*
- work in the government caucus
- work in the opposition caucuses
- non-caucus duties and responsibilities (M.L.A. - intern luncheon or supper)
- extra-Legislature activities (seminars, party conventions, travel to constituencies, possibility of an Ottawa trip)
- usefulness of a Legislative Internship in future career plans (present occupations of former interns are available from the Legislature Library).

* Ask the executive assistant to the Speaker to supply the interns with some extra application forms to have on hand for interested students.

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5. After consultation with the Selection and Advisory Committee academic advisor, contact other appropriate professors and ask them to be guest speakers. Do not confine yourselves to Political Science academics; in the past, professors of History and Economics have participated in discussions.

6. Finalize the time, place, and schedule of the seminar and send a copy of these details to the chairman of the Selection and Advisory Committee.

7. Send all professors a letter confirming arrangements made by telephone.

8. Make arrangements for the advertisement of the seminar.

(a) The University Political Science Clubs may be contacted for help with advertising. These groups may provide interns with club posters on which the following information should appear:

- the topic of discussion
- the guest speakers
- date, time, location.

Ensure that posters are up a week before the date of the seminar. You may ask the academic advisors at Calgary and Lethbridge to intervene on your behalf to ensure that posters are produced.

(b) Talk to the appropriate academic advisor about the possibility of sending a letter to all Political Science professors and to the departmental offices of all Social Science faculties, notifying them of seminar details, and encouraging these persons to bring the seminar to the attention of their students.

(c) A press release for submission to the university student newspapers is a good advertising tool. (U. of A. The Gateway, U. of C. The Gauntlet, U. of L. The Meliorist). Give information on the date, time, and topic of the seminar. Mention the names of the guest speakers and include a brief explanation of the intern program. Contact the editors of the newspaper in advance and make sure the article is then submitted to their attention. A sample press release is attached at the end of this Appendix.

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9. Make travel and accommodation arrangements in advance for the seminars in Calgary and Lethbridge.

10. Phone the professors as the date approaches to confirm their attendance and to discuss final details. Ask that arrangements be made to have coffee available; this is usually organized by the Political Science department or by the Political Science Club on campus.

11. Designate one intern who will be responsible for preparing a report on the seminar for submission to the chairman of the Selection and Advisory Committee.

12. (After the seminar) Send notes of thanks to all professors who participated in the seminars. Submit travel expense forms as soon as possible after your return (if applicable). Prepare and submit the intern report on the seminar to the Office of the Speaker.

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* * * * * * * * SAMPLE PRESS RELEASE * * * * * * * *

PRATT AND TUPPER TO SPEAK AT INTERN SEMINAR

Larry Pratt and Allan Tupper of the U. of A. Dept. of Political Science will lead the second of six seminars sponsored by the Alberta Legislative Intern Program on Friday, January XX, at X:00 p.m. in room XXX of the Tory Building.

Tupper and Pratt will discuss the Alberta Heritage Savings Trust Fund. The interns will then give a brief presentation on the Legislative Intern Program and the nature of their work. All interested students and faculty are cordially invited to attend.

The Legislative Intership Program, which began in 1974, is open to all recent graduates in Alberta. The program provides Members of the Legislative Assembly with qualified assistants while providing the interns with a chance to observe first-hand the parliamentary process.

Interns are selected through an open competition held in the spring. Details of the application process will also be provided at the January XX seminar.

APPENDIX IV

A guide to the preparation
of summaries of legislation

There are two summaries of legislation: one for the Fall Sittings and the other for legislation of the Spring Sittings.

A suggested procedure:

1. Appoint an intern co-ordinator for the summary. In order that proposed and passed legislation receive the best possible summaries, it is useful for interns to assign amongst themselves specific Bills as they are introduced. The intern responsible for a given number of Bills should make every effort to follow their progress through the House by attending second reading debate, reading Hansard, and perhaps conferring with the appropriate executive assistant on the import of each Bill.

2. Examine previous fall and spring summaries to determine appropriate content, format and structure. You will note a few distinctions between them which should be maintained.

3. Before the sittings begin, send a letter to the Secretary of the Clerk, Clerk's Office, Room 313, requesting that a copy of the daily print-out "BILL STATUS REPORT" be delivered to the Interns' Office, as it will assist interns in keeping track of Bills. All Bills that reach second reading must be summarized.

4. Four copies of all Bills introduced are set aside for interns, and these are put in the mail slot marked "Interns" in Room 220 (Legislative Assembly General Administration Office).

5. Soon after each of the Fall and Spring Sittings end, completed summaries are submitted to the intern co-ordinator. Once all Bills which reached at least second reading have been submitted, they are put in alphabetical order by title.

6. Match chapter numbers for enacted legislation to appropriate summaries. Phone the Legislative Counsel Office to request that a list of these chapter numbers be sent to your office to aid you in the completion of your summaries.

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7. Notify the Speaker's executive assistant when the summaries are ready for typing. Refer the typist to previous summaries for the proper format, spacing, punctuation, capitalization and italicization. Proof-read the typed document for omissions and errors.

8. For revisions and approval, the first typed draft of the summaries is submitted to the Parliamentary Counsel of the Legislative Assembly. Notwithstanding the kind assistance of the Parliamentary Counsel, interns should attempt to submit a first draft which is as accurate and complete as possible.

9. Submit the summary to the Speaker's Office for approval.

10. Once the corrected summary has been re-typed, meticulously proof-read the document and re-submit it to the Speaker's Office. The Speaker's executive assistant will arrange for printing and distribution.

Mr. Michael Clegg, Parliamentary Counsel, offers the following suggestions to aid interns in producing the summaries:

1. Consult between yourselves to ensure consistent degree of detail between the summaries.

2. If referring to comments of the sponsor of the Bill recorded in Hansard, be careful to separate the opinion or political comment about the need for or effectiveness of the legislation and keep closely to a purely objective statement of the Bill's content. Remember that the sponsor's comments are not necessarily an entirely objective and complete summary of the Bill's content.

3. Do not mention minor detail or consequential amendments in the summary. It only tends to make the summary too long.

4. After each summary of a major provision of a Bill, insert the section number or numbers in brackets to assist a correlation between your summary and the Bill.

. . . 3

5. Do not make the summary too long. Remember, it is a summary and even a long Bill can be summarized in one to one-and-a-half pages at the most.

6. If in doubt as to which are the most important provisions of the Bill, ask the relevant Executive Assistant for help or for a departmental contact. Some of the legislation is extremely complicated and technical and it is often virtually impossible to know what are the most important provisions unless you seek advice.

7. Another precedent that can be referred to is the legislative summary published by the Legal Education Society of Alberta after each sitting. Although this summary is a little more technical from the legal point of view, it shows some good precedents for summarization of complicated legislation. The Legislature Library has copies.

8. Remember that the Parliamentary Counsel will scrutinize your summaries for suggested changes and the value of these suggestions to you will only be realized if you are still here when the comments are distributed. Checking a summary of 75 Bills prepared by a team of eight people is a difficult and time-consuming task and, therefore, you should let let the Parliamentary Counsel have your drafts for examination as soon as possible. It is pointless to send it to him two or three days before the end of your program. For this and other reasons, you should summarize the legislation as it is introduced and not attempt to complete the task only at the end of the sitting.

9. Remember to consider the effect of House amendments when making the summary.

APPENDIX V

Organization of an M.L.A. -
intern luncheon or supper

Luncheon Checklist

The interns may decide to host an informal luncheon in the Speaker's Suite in lieu of a supper. Arrange the following details with the executive assistant to the Speaker:

1. Select a suitable date for the luncheon. Confer with the Speaker on this matter.

2. Send out invitations at least one week in advance, R.S.V.P., through the Speaker's Office. A sample invitation is at the end of this Appendix. All opposition members, and all government members that are not cabinet ministers are to be invited. Call the M.L.A.s' secretaries for those R.S.V.P.s which have not been received by the deadline. Due to limited space in the Speaker's Suite, it is preferable to have guests arrive in two different groups, at two different times.

3. Select a caterer and menu. Give the caterer the required notice of the confirmed number to attend.

4. Meet with the caretaker of the Speaker's Suite to arrange use of facilities and supplies, including tablecloths, glasses and cups, silver and dinnerware.

5. If liquor is to be served, obtain permission and then ensure that white wine is chilled. Provide chilled juice as well.

6. Arrange to have name tags for the interns.

Supper Checklist

If a sit-down supper is arranged, it is usually held in the Legislature cafeteria. The following details should be attended to:

1. Arrange to use the regular cafeteria caterer service. A few weeks' notice is usually required.

2. Arrange with Government Services Office to reserve the cafeteria on a day when the Legislative Assembly has a night sitting so that attending the meal is not inconvenient to members.

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3. Rent table linens and wine glasses from Busy Bee Rentals.

4. Notify the Building Superintendent of your plans.

5. Arrange for a liquor licence, and purchase an appropriate selection of liquor.

6. Set tables up to seat about eight (one intern per table).

7. Open bar approximately one-half hour before supper is served.

8. Arrange to have name tags for the interns.

LEGISLATIVE ASSEMBLY
ALBERTA

The 1981-82 Alberta Legislative Interns

have the honour to invite

to attend the annual

M.L.A. - Intern Reception and Luncheon

Tuesday, November 3, 1981

You are included in the group of M.L.A.s arriving at 12:00 noon

The Speaker's Suite

R.S.V.P.
by October 30, 1981
427-2464

APPENDIX VI

Guidelines for writing the
Canadian Parliamentary Review articles

Based on guidelines set by the General
Editor of the Canadian Regional Review

1. Deadlines for submissions of the reports are:

Summer Issue report,
covering May-June-July.....August 1

Fall Issue report,
covering August-September-October.....November 1

Winter Issue report,
covering November-December-January.....February 1

Spring Issue report,
covering February-March-April.....May 1

2. Interns decide among themselves who is responsible for writing these reports.

3. It is useful to refer to the reports in previous issues of the Canadian Parliamentary Review. These are available in the Legislature Library.

4. This report is a summary of:

- important legislation passed or under consideration during the three-month period
- budgets, throne speeches, ministerial statements
- noteworthy private members' bills
- committee reports and activities
- rulings of the Speaker
- questions of privilege
- unusual occurances such as the naming of a member
- special debates.

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5. Particular attention should be paid to developments in areas such as procedural reform, freedom of information, conflict of interest, scrutiny of statutory instruments, changes to election acts, and other matters directly affecting the role or status of individual parliamentarians.

6. Changes in the Legislature due to deaths, retirements, cabinet shuffles, or by-elections should be included at the end of the report. In the case of a general election, a summary of the main campaign issues and a brief analysis of the final results is to be submitted.

7. Once a draft has been prepared, it is to be submitted to the Chairman of the Selection and Advisory Committee for comment and approval.

8. The revised draft is to be presented to the executive assistant in the Speaker's Office, and this person will ensure that the report is submitted to the general editor of the Canadian Parliamentary Review.

9. The reports may be edited or revised before publication to ensure that the journal's guidelines are followed. A copy of this publication is sent to all federal and provincial parliamentarians.

APPENDIX VII

Preparation for attending political party conventions in Alberta

1. Establish when conventions will be taking place for all of Alberta's provincial parties. Media advertisements will alert you to some conventions. However, it is best to contact each party early in the year so that interns can make plans to attend as observers. Caucus representatives of the advisory committee or an M.L.A. representing the party can be consulted.

2. Obtain the name of the convention co-ordinator and make registration arrangements well in advance.

3. As the date of the convention approaches, establish which interns will be attending. Submit the names of these interns to the convention co-ordinator.

4. Clear travel, accommodation arrangements and expenses, if applicable, with the Speaker's Office.

5. Contact the convention co-ordinator to inquire about the schedule. Ask that convention kits be set aside for the interns and arrange to pick them up prior to the convention or upon registration.

6. Interns are to refrain from active participation at convention sessions.

7. Send a letter of thanks to the convention co-ordinator.

8. Write and submit a report on each political convention attended to the Speaker.

APPENDIX VIII

Sample of a completed travel expense form

1. For prompt repayment, ensure that the forms are filled out properly and that the explanations are complete. The forms are to be submitted in duplicate.

2. See attached guidelines.

3. Refer to the attached sample expense forms. The two sample situations to which the expense forms relate are:

(a) Attendance at a political convention in Red Deer.

Hotels are booked in advance through the General Administration Office and a cash advance is given.

The intern travels to Red Deer as a passenger in a car, and returns by bus.

(b) Attendance at a seminar in Calgary.

The intern drives to Calgary in his own car, and stays in a private home. There are parking expenses to claim.

4. Signed forms are to be submitted to Room 220, General Administration.

AFIS-690

Alberta *Sample* TRAVEL EXPENSE ACCOUNT

Submit in duplicate. Guidelines for the use of this form are printed on the reverse.

PLEASE PRINT

NAME OF CLAIMANT: DOE (Surname) JOHN (Given Name)

MAILING ADDRESS: # 101 - 10001 - 101 Avenue, Edmonton, T0I 101 (Postal Code)

EMPLOYEE NUMBER: 123456 - 7

DEPARTMENT & BRANCH: Legislative Assembly, Office of the Speaker

OCCUPATION: Legislative Intern

DATE 19	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	CHARGE TO	PRIVATE CAR km	MEALS B	L	D	AMOUNT		LODGING EXPENSE		OTHER EXPENSE	
Jan. 10	4 p.m.	Travel to Red Deer for political											
		convention January 10 - 12th											
		(component of intern program)											
		was a passenger in a car, meals		n/a			X	11	25	n/a			
Jan. 11		meals, per diem, and taxi											
		(taxi fare was $3.00, therefore											
		no receipt is attached)			X	X	X	21	75			7	00
Jan. 12	9 a.m.	Return trip to Edmonton via											
		Greyhound ($8.00 receipt attached)											
		meals, and taxi from South											
		Edmonton terminal to home ($7.50			X	X		10	50			15	50
		~~receipt attached~~)											
		TOTALS OR FORWARD						A 43	50	B		C 22	50

EXPENSES NOT PAID BY CLAIMANT

DATE	DESCRIPTION	AMOUNT
Jan. 10	Accomodation at Red Deer Inn, bill to be sent directly to the Legislative	
Jan. 11	Assembly, General Administration Office: two nights accomodation at	
	$30.00 per night (shared accomodation)	30 00

PREVIOUS KILOMETRES	SHOWN ON TRANSATOR No.

PERIOD COVERED BY THIS EXPENSE ACCOUNT

FROM DAY	MTH	YEAR	TO DAY	MTH	YEAR

	KILOMETRE CLAIM CLASS	RATE	km	AMOUNT	
04					
04					
04					
	TOTALS			D	

05	TOTAL CLAIM (A + B + C + D)			66 00
06	LESS ADVANCES (IF ANY)	TRANSATOR		50 00
06		TRANSATOR		
07	AMOUNT PAYABLE BY CLAIMANT (IF ADVANCES EXCEED TOTAL CLAIM)			
08	AMOUNT DUE CLAIMANT	RETURN 1	PAID 1	16 00

I hereby certify that the whole of this expenditure was incurred on government business and that amounts claimed have not previously been paid to me or on my behalf

(The Speaker) ..... 19 .....
Approved Date

John Doe ..... January 13 19 .....
Signature of Claimant Date

AFIS-690

Alberta *Sample* TRAVEL EXPENSE ACCOUNT

Submit in duplicate. Guidelines for the use of this form are printed on the reverse.

PLEASE PRINT

NAME OF CLAIMANT: DOE (Surname) JOHN (Given Name)

MAILING ADDRESS: #101 - 10001 - 101 Avenue, Edmonton, T0I 101 (Postal Code)

EMPLOYEE NUMBER: 123456 - 7

DEPARTMENT & BRANCH: Legislative Assembly, Office of the Speaker

OCCUPATION: Legislative Intern

DATE 19	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	CHARGE TO	PRIVATE CAR km	MEALS B	MEALS L	MEALS D	MEALS AMOUNT	LODGING EXPENSE	OTHER EXPENSE
an. 5	2 p.m.	Travel to Calgary for academic seminar January 6 (component of intern program) plus private accomodation, and meals	L0700	300			X	11 25	12 25	
an. 6		Seminar at university (entire day) meals, per diem, and parking (receipt attached - $3.00)			X	X	X	21 75	12 25	7 00
an. 7	9 a.m.	Return travel to Edmonton, meals		300	X	X		10 50		
		TOTALS OR FORWARD		600				A 43 50	B 24 50	C 7 00

EXPENSES NOT PAID BY CLAIMANT

DATE	DESCRIPTION	AMOUNT

PREVIOUS KILOMETRES	SHOWN ON TRANSATOR No.

PERIOD COVERED BY THIS EXPENSE ACCOUNT

FROM DAY	FROM MTH	FROM YEAR	TO DAY	TO MTH	TO YEAR
1					

KILOMETRE CLAIM

	CLASS	RATE	km	AMOUNT
04	A	$.205	600	123 00
04				
04				
	TOTALS			123 00

05	TOTAL CLAIM (A + B + C + D)		198 00
06	LESS ADVANCES (IF ANY)	TRANSATOR	
06		TRANSATOR	
07	AMOUNT PAYABLE BY CLAIMANT (IF ADVANCES EXCEED TOTAL CLAIM)		
08	AMOUNT DUE CLAIMANT	RETURN 1 / PAID 1	198 00

I hereby certify that the whole of this expenditure was incurred on government business and that amounts claimed have not previously been paid to me or on my behalf

(The Speaker) (Approved) ..... 19 (Date)

John Doe (Signature of Claimant) January 19 (Date)

REV. 05/79

SECTION	PERSONAL EXPENSE CLAIM	DATE
TOPIC	CONTENT	1-Jan-82

	Area	Heading	Description
	A	AFIS 690	The number used to identify the form.
R	B	Personal Expense Claim	The name of the form.
	C	Name of claimant	The name of the individual who is claiming the reimbursement of authorized travel expenses while engaged on government business.
	D	Mailing address	The address to which the claimant wishes a cheque, if applicable, to be delivered.
	E	Employee number	The unique seven digit employee identification number of an employee of the Alberta Government. If the claimant is not an employee, seven zeroes are to be recorded.
	F	Department and branch	The name of the user and branch/division for which the claimant is working.
	G	Occupation	The work title assigned to an employee or the nature of the work performed by a non-employee.
	H	Date 19__	The day and month on which each travel expense described in one or more of areas J, M, N, and O was incurred or claimed.
	I	Depart arrive times	The hour of the day on which departures (arrivals) from (at) the claimant's office, residence, or destinations occured.
	J	Description of trip and expenses	The purpose of the trip(s), the names and/or addresses of places which the claimant departed from or arrived at, and a description as to the nature of the expense amounts listed in the "other expense" (area O) column.
	K	Charge to	The input code to which an expense should be allocated.

SECTION	PERSONAL EXPENSE CLAIM	DATE
TOPIC	CONTENT	1-Jan-82

A AFIS-690

Alberta

B PERSONAL EXPENSE CLAIM

Submit in duplicate. Guidelines for the use of this form are printed on the reverse.

PLEASE PRINT

NAME OF CLAIMANT C (Surname / Given Names)

MAILING ADDRESS D (Postal Code)

EMPLOYEE NUMBER E

DEPARTMENT & BRANCH F

OCCUPATION G

DATE 19	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	CHARGE TO	PRIVATE CAR km	MEALS B	L	D	AMOUNT	LODGING EXPENSE	OTHER EXPENSE
H	I	J	K	L				M	N	O
		SAMPLE ONLY								
		P TOTALS OR FORWARD						A	B	C

EXPENSES NOT PAID BY CLAIMANT

DATE	DESCRIPTION	AMOUNT
Q	R	S

PREVIOUS KILOMETRES	SHOWN ON TRANSATOR NO.
T	U

PERIOD COVERED BY THIS EXPENSE CLAIM

FROM (Day / Month / Year) TO (Day / Month / Year)

W KILOMETRE CLAIM

	CLASS	RATE	km	AMOUNT
04				
04				
04				
	TOTALS			D

05	TOTAL CLAIM (A + B + C + D)		X
06	LESS ADVANCES (IF ANY)	TRANSATOR	Y
07	AMOUNT PAYABLE BY CLAIMANT (IF ADVANCES EXCEED TOTAL CLAIM)	TRANSATOR	Z
08	AMOUNT DUE CLAIMANT	RETURN / PAID	AA

I hereby certify that the items of this expenditure were incurred on government business and that amounts claimed have not previously been paid to me or on my behalf.

BB (Claimant) CC 19 (Date) DD (Signature of Supervisor) EE 19

SECTION	PERSONAL EXPENSE CLAIM	DATE
TOPIC	CONTENT	1-Jan-82

Area	Heading	Description
L	Private car km	The distance, in kilometres, which the claimant was authorized to use his personal vehicle to travel from one destination to another.
M	Meals	The number of breakfasts, lunches and dinners being claimed are to be recorded in the appropriate sub-columns (B, L, D) of the "meals" column. The total claimable allowance for the meals which were specified in subcolumns B, L and D is to be recorded in the "amount" sub-column of the "meals" column.
N	Lodging expense	The amount which is allowable for accommodation during the course of the business trip.
O	Other expense	The cost for the allowance for claimable expenses which are not recorded elsewhere on the form. Goods and/or services claimed in this area must be adequately described in the description area (area J).
P	Totals or forward	The sum of the amounts recorded in each of area L (private car km), area M (meals amount), area N (lodging expense), and area O (other expense) is to be recorded in the appropriate space provided.
Q	Date (expenses not paid by claimant)	The day and month on which each travel expense not paid by the claimant was incurred.
R	Description (expenses not paid by claimant)	The description of those expenses which were incurred by the claimant but prepaid by the government, charged directly to the government, or paid by an employee, other than the claimant.

Area	Heading	Description
S	Amount (expenses not paid by claimant)	The dollar value of those expenses in area "R" which were incurred by, but not paid by, the claimant.
T	Previous kilometres	The accumulated total of current fiscal year private car kilometres claimed by and paid to an Alberta Government employee prior to the preparation of the current Personal Expense Claim.
U	Shown on transator number	The transator number of the last Multiple Data Block (form number AFIS 18 - transcode 071) on which a kilometre claim was paid.
V	Period covered	The time span in which the claimed expenses were incurred.
W	Kilometre claim	class - The code which characterizes the type of road surface or terrain on which the claimant's vehicle was driven. rate - The dollar amount that may be claimed for each kilometre travelled by the claimant in his vehicle on a specific class of road.
R		km - The sum of the kilometres recorded in area L (private car kilometres) of the Personal Expense Claim and Personal Expense Claim Continuation Sheet, if applicable, which apply to each class of road driven. amount - The dollar value calculated by multiplying the kilometres travelled by the appropriate kilometre rate. totals - The sum of the kilometres and the sum of the dollars recorded in the

	Area	Heading	Description
	W	Kilometre claim (continued)	"km" and "amount" columns of the "kilometre claim" box. The total "km" recorded must equal the total recorded in area "L" (private car km).
	X	Total claim	The sum of the dollar values recorded in each of area M (meals amount), area N (lodging expense), area O (other expenses), and area W (kilometre claim).
	Y	Less advances	The transator number and dollar value of type "B" travel advances which remain unpaid at the date that the Personal Expense Claim is prepared.
	Z	Amount payable by claimant	The amount, if any, by which the advances (area Y) exceed the total claim (area X).
	AA	Amount due claimant	The amount, if any, by which the total claim (area X) exceeds the advances (area Y).
	BB	Approved	The signature of an expenditure officer unless an expenditure officer has previously approved the trip in writing.
R	CC	Date	The date on which the Personal Expense Claim was signed in area "BB".
	DD	Signature of claimant	The signature of the individual who has claimed the expenses recorded on the Personal Expense Claim.
	EE	Date	The date on which the claimant signed in area "DD".

APPENDIX IX

Titles of academic papers
submitted by former interns

1974-75

Greg Archibald Poli. Sci. - U. of C.	(No paper submitted)
Helen Corbett Poli. Sci. - U. of A.	(No paper submitted)
Richard Keevil Poli. Sci. - U. of A.	(No paper submitted)
John McInnis Poli. Sci. - U. of L.	(No paper submitted)
Andy Masiuk Poli. Sci. - U. of C.	Growth in the Alberta Bureaucracy
Pat Michael Poli. Sci. - U. of A.	(No paper submitted)
Donna Tingley Poli. Sci. - U. of C.	(No paper submitted)

1975-76

Gary Bigg Poli. Sci. - U. of A.	The Lougheed Leadership Style: A Personal View
Tannis Carlson Poli. Sci. - U. of A.	Debater or Legislator?
Wendy Coffin Poli. Sci. - U. of C.	The Reorganization of the Alberta Government under the Lougheed Administration
Robin Hill Poli. Sci. - U. of L.	The Legislative Internship Experience: "A Participational - Observational Study"
Penny Shafto Poli. Sci. - U. of C.	"The Silent Partners": A Critical Look at the Role of Backbench M.L.A.s
Paul Wood Poli. Sci. - U. of A.	One-Party Dominance in Alberta: Macpherson Revisited

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1976-77

John Donner Poli. Sci. - U. of C.	The Role of the M.L.A. in Political Communication
John Ennis Poli. Sci. - U. of C.	Caucus Size as a Factor Influencing the Legislative Behaviour of an Official Opposition
Chris Liebich History - U. of A.	Opposition in the Legislative Assembly of Alberta: A Study in Theory, Practice and Potential
Lawrence Martin Philosophy - U. of A.	An Evaluation of Canadian Legislative Internship Programs
Janet Moodie Classics - U. of A.	Private Members' Bills in the Legislative Assembly of Alberta: A case for Reform
Michael Wevers Poli. Sci. - U. of L.	Public Policy Models and Their Applicability

1977-78

Susan Au Poli. Sci. - U. of A.	"The Political Function of the Assembly" and "The Legislative Assembly: Elected Representatives" in The Legislative Assembly of Alberta
John Eisenhauer Envir. Sci. - U. of L.	(No paper submitted)
Laura Hamson History - U. of A.	"Parliamentary Procedure and the Legislative and Judicial Functions of the Alberta Legislature" in The Legislative Assembly of Alberta
Bozena Kolar Poli. Sci. - U. of A.	"The Opposition" in The Legislative Assembly of Alberta

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Maureen Riddell History - U. of A.	"The Legislature: Key Personnel and Symbols" in The Legislative Assembly of Alberta
Terry Wood Poli. Sci. - U. of C.	"The Executive Branch: Cabinet Government" in The Legislative Assembly of Alberta
Bryan Post Env. Design - U. of C.	Intern's Manual

1978-79

Maureen Riddell History - U. of A.	The Evolution of Human Rights Legislation in Alberta, 1945-79
Louise Borle* Poli. Sci. - U. of C.	
Shannon Daly* History - U. of C.	
Judy Hill* History - U. of A.	
Don Howell* Poli. Sci. - U. of A.	
Karen Schwartzenberger* French - U. of L.	
Les Wallace* History - U. of A.	

1979-80

Jane Cawsey Poli. Sci. - U. of A. and Barbara Maciura French - U. of L.	The Language of Politics in Alberta

* Group Project: A slide-tape presentation on the role of the Legislative Assembly

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Michael Checkland Economics - U. of A.	Regionalized Monetary Policy
Blair Redlin Poli. Sci. - U. of C.	A Review of Some Government Complaint Resolution Systems in Alberta
Lloyd Robertson Poli. Sci. - U. of A.	Abortion: What the Provinces Can Do
David Rolf History - U. of A.	A Matter of Urgent Public Importance: A History of the Emergency Debate in the Alberta Legislature 1906-1980
Barbara Telford Poli. Sci. - U. of A.	Affirmative Action, Personhood, and Equality of Opportunity

1980-81

Catherine Caldwell Psychology - U. of C.	Alberta's Opposition: Her Majesty's Official and Others
Randall Hatfield Poli. Sci. - U. of A.	Metropolitan Reorganization and the Role of Provincial Governments in Alberta
Susan Jensen English - U. of C.	Women in the Alberta Legislature
Janet Kelly Poli. Sci. - U. of A.	Formal Participation in the Legislature: A Study of the Role of the Legislature
Ron Kessler Commerce - U. of A.	Responsible Government in Alberta: The Reform of the Legislature
Ken Mills Poli. Sci. - U. of C.	Interest Articulation in the Alberta Legislative Process
Harold Neufeld Poli. Sci. - U. of L.	'Representativeness' and Alberta Legislators

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1981-82

Karen Bardy History - U. of A.	Freedom of Information: For or Against?
Roger Douglas Poli. Sci. - U. of A.	Parliamentary Democracy: Enucleating Principia
Cheryl Hunter Economics - U. of A.	The Equivalent of a Warlord
Brett Loney Poli. Sci. - U. of L.	"Mr. Kesler Goes to Edmonton": The Effect of a Populist M.L.A. on the Alberta Legislature and Alberta Politics
Shannon O'Byrne English - U. of A.	The Perceived Threat to Property Rights as a Contemporary Political Issue in Alberta
Nancy Pawelek History - U. of C.	Alberta Politics in Flux: Discontent with Government and the Effect on Political Parties, 1981-82
William Shores Poli. Sci. - U. of A.	The Rhetoric of Free Enterprise in the Alberta Legislature
Deborah Vidalin History - U. of A.	"Controlling the Tap and Holding the Purse Strings": Accountability in the Alberta Legislature

1982-83

Michelle Christopher Poli. Sci. - U. of C.	Regulatory Reform in Alberta
Marcel Dirk Canadian Studies - U. of A.	Constituency Service: A Study Examining its Importance to Members of Alberta's Legislative Assembly
Neil Herbst Poli. Sci. - U. of A.	Private Members' Public Bills: Alberta

Kathryn Ivany History - U. of A.	A Study of Open Government: The Case of Alberta
Keith Krause Poli. Sci. - U. of A.	Tory, Tory, Tory: A Comparison of Policy Stands of Conservative Members from Alberta and Ontario
Karen Pettifer Social Welfare - U. of C.	An Evaluation of the Legislative Internship Program
Wanda Stephens History - U. of A.	Determining Electoral Boundaries: Some Observations
Debbie Stienstra Poli. Sci. - U. of A.	Provincial Power at a Premium: Aboriginal Rights, Alberta and the Constitution

APPENDIX X

Suggested reading list
for legislative interns

Background Reading on Parliaments

Aiken, Gordon. The Backbencher: Trials and Tribulations of a Member. Toronto: McClelland and Stewart, 1974.

Bagehot, W. The English Constitution. London: Oxford University Press, 1958.

Blondel, J. Comparative Legislatures. Englewood Cliffs: Prentice-Hall, 1973.

Crick, Bernard. The Reform of Parliament. Second edition. London: Weidenfeld and Nicholson, 1968.

Crossman, Richard. Inside View: Three Lectures on Prime Ministerial Government. London: Jonathon Cope, 1972.

Hockin, T.A. ed. Apex of Power: The Prime Minister and Political Leadership in Canada. Toronto: Prentice-Hall, 1971.

Hoffman, David and Ward, Norman. Bilingualism and Biculturalism in the Canadian House of Commons. Ottawa: Queen's Printer 1970. The title of this work is misleading. It probably contains the best material that we have on M.P.s' roles.

Jackson, R.J. and M.M. Atkinson. The Canadian Legislative System: Politicians and Policy-Making. Toronto: Macmillan, 1975.

Jennings, W.I. Cabinet Government. Third Edition. Cambridge: Cambridge University Press, 1959.

Knowles, Stanley Howard. The Role of Opposition in Parliament. Toronto: Woodsworth Memorial Foundation, 1957.

Kornberg, Allan. Canadian Legislative Behavior. New York: Holt, Rinehart and Winston, 1967.

Kornberg, Allan, et al. Legislatures and Societal Change: The Case of Canada. Sage Research Papers in the Social Sciences. Comparative Legislative Studies Series.

Kornberg, Allan and Musolf, L.D., eds. Legislatures in Comparative Perspective. New York: McKay, 1973.

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Kornberg, Allan, and Mishler, W. Influence in Parliament: Canada. Durham: Duke University Press, 1976.

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APPENDIX XI

"A Most Important Experiment: Parliamentary Internship Programs in Canada", by David J. Mitchell (Canadian Parliamentary Review, Vol. 5 - No. 1, Spring, 1982, pp. 12-16).

A MOST IMPORTANT EXPERIMENT: PARLIAMENTARY INTERNSHIP PROGRAMS IN CANADA

David J. Mitchell

Parliamentary internship programs are one of the most interesting developments in Canadian legislatures during the past decade. Parliament as well as four provincial legislatures have established programs varying in terms of administration and organization but with similar goals and a high degree of success in achieving them. The programs provide long-term benefits to the country by educating a knowledgeable group of young people about the parliamentary process. At the same time they provide a valuable service to individual legislators. In this article the author compares and contrasts parliamentary intern programs in various Canadian jurisdictions.

The idea of a parliamentary internship program had been discussed in Ottawa as early as 1965, however, the program was not established until 1970. Much of the credit for the inauguration of the program must go to Mr. Alf Hales, who served as federal Member of Parliament for Wellington for seventeen years. After winning the approval and support of The Canadian Political Science Association, The Donner Canadian Foundation, the Speaker and House Leaders, Mr. Hales introduced a proposal to the House of Commons in the form of a Motion on March 10, 1969:

> That in the opinion of this House the Government should give consideration to the advisability of establishing a form of intership program in the House of Commons; the purpose of said program being to better equip outstanding young political scientists, journalists and law school faculty members, with a better understanding of the national legislative process ....

The Motion which was referred to the Standing Committee on Procedure and Organization, had wide support in the House and formed the basis of a proposal which culminated in the establishment of Ottawa's parliamentary internship program. In 1970 ten of the brightest university students in Canada were brought to Parliament Hill to take part in what former Prime Minister Pearson referred to as "the most important experiment in parliamentary activity since 1867". It is now widely agreed that the experiment has been a success.

The Ottawa program is designed on a ten-month basis (September-June) in order to approximate an academic year of study. The ten interns, chosen by a selection committee from among several hundred applicants, are assigned to individual Members of Parliament and serve as "special assistants." The exact nature of an intern's responsibilities is a matter to be resolved between the individual intern and Member of Parliament but usually involves research, committee work, speechwriting and some constituency work. Interns are not supposed to be assigned partisan political tasks. Halfway through the year, each intern switches to an MP from another political party. The success of the program is evidenced by the fact that there are now always more Members anxious to have the services of interns than there are interns to go around.

In addition to their work for Members, the interns participate in a variety of other activities including: academic seminars, hosting inter-parliamentary delegations and travel to other legislatures including London,

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Washington and Bonn. At the end of the ten-month period each intern is required to submit an analytical paper on an aspect of the legislative process in Canada. The Ottawa program sees itself as being independent to both government and parliament; as a result, it is administered completely by private funds. The Canadian Political Science Association provides an academic director for the program. Interns receive a monthly stipend and some travel expenses, with the remainder of the program's budget being devoted to administrative costs. Support services for the interns are provided through the Office of the Clerk of the House of Commons.

The first province to establish an on-going parliamentary internship program along lines similar to the one in the national capital was Alberta. With the success of the Ottawa program in mind and after much discussion among members of the political, legislative and academic communities, the Alberta Legislative Internship Program was launched in 1974. As outlined in the current "Alberta Interns' Handbook" the program strives to achieve two main objectives:

> First, it gives outstanding graduates of Alberta universities an opportunity to understand better the legislative and governmental process. In so doing, the techniques of traditional education are not strictly adhered to. Rather than simulation or speculation as to how the system works, the interns are involved in a real work situation. As a result, their perceptions of the Legislative Assembly and government are more sharply focussed than those of students restricted to a classroom-lecture atmosphere.
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> The second object of the program, of course, is that Members of the Legislative Assembly have available to them, competent research staff to assist them in their duties. The interns' educational experience is enhanced through this work for Members since they are given a unique opportunity to observe governmental and legislative processes from the point of view of the legislators themselves. In turn, Members may benefit from the enthusiasm and ideas of each new group of interns.

Like the Ottawa program, the Alberta legislative internship operates on a ten-month basis. Approximately eight interns are chosen each year as a result of a competition among graduates of the province's universities. The first month is devoted to orientation: the interns meet with officials of the Legislative Assembly, government departments and obtain a general introduction to the environment they will be working in. Interns are then assigned to a party caucus where their workloads are designed to reflect the multiplicity of tasks undertaken by Members of the Assembly. Rather than working with a single Member, interns are assigned to a party caucus and serve a general research function. Midway through the program, interns are assigned to a different legislative caucus thereby ensuring that each person has the opportunity of working with both government Members and opposition Members.

In addition to caucus assignments, interns participate in academic seminars, monthly meetings with the Speaker and engage in some travel within the province. Travel outside of Alberta is not a regular component of the program. Each intern receives a monthly stipend and the cost of some travel expenses are covered. At the conclusion of the program interns submit a research paper on a specific aspect of their internship experience. The province's universities accept participation in the internship program for course credit at the graduate level.

The administration of the Alberta program is notably different from that of the Ottawa parliamentary internship. The individual in charge of the program is the Speaker of the Alberta Assembly. He makes all policy decisions affecting the program and serves as Chairman of the program's advisory committee. In addition, the Alberta Legislative Internship Program is entirely publicly funded by appropriation through the annual estimates of the Legislative Assembly.

The idea of a parliamentary internship program was advanced in British Columbia as early as 1973. After securing the active support of the Speaker and all political parties represented in the Assembly, a five-month internship program was established in 1975. Ten interns were selected and the program commenced in January 1976.

The British Columbia program differs markedly from the one in Ottawa. It is designed to approximately coincide with the province's spring legislative session and therefore operates from January to May each year. The interns, graduates of British Columbia universities, first go through a thorough orientation to the political process in British Columbia. Following this, they undertake the administrative phase of the program, working in a government ministry. During this period, they study and explore the operation and functions of government departments by working as research or administrative assistants wherever they are assigned. The legislative phase of the program consists of an assignment to a party caucus where the interns are attached to Members of the Legislative Assembly. One intern is assigned to the Speaker's Office. During the legislative phase of the program, interns do not switch from one caucus to another.

Travel to other jurisdictions is an important part of the program. In the past, this has included visits to legislatures in Alberta, Quebec, New Brunswick, Washington State, and the Parliament of Canada. The academic component of the program includes fortnightly seminars conducted by faculty from the province's universities. Interns are required to submit written reports at various points during the program. The internship program is recognized for credit in graduate schools of British Columbia universities. Interns receive a monthly stipend and travel expenses.

The British Columbia Legislative Internship Program is administered through the Office of the Speaker of the Legislative Assembly. A staff member of the Speaker's office serves as program coordinator. In addition, the program maintains an academic director who plays an important role in terms of organization and support. The program is fully publicly funded.

In 1976 Ontario established a legislative internship program similar in nature and purpose to the one in Ottawa. The development of such a program was first recommended by the Ontario Commission on the Legislature (Camp Commission) in its Second Report, December 1973. Discussion subsequently took place between officers of the Legislative Assembly of Ontario and the academic community which culminated in the establishment of the provincial program in September 1976 in cooperation with the Canadian Political Science Association.

The Ontario Legislative Internship Program operates on a ten-month basis and is closely modelled after the Ottawa program. After a competition among graduates of Canadian universities eight interns are selected. Following a brief orientation period, each intern is assigned to a backbench Member of the Legislative Assembly where they are given specific responsibilities according to Members' priorities. Halfway through the program, interns rotate to serve with a different backbench Member. The program is designed to allow each intern an opportunity to serve one term with a government backbencher and another term with an opposition backbencher. Throughout the program and on a group basis interns meet with elected politicians and public officials. In addition, they participate in regular academic seminars and prepare a paper dealing with some aspect of the legislative process in Ontario. The interns also travel to Ottawa, Quebec and elsewhere with the aim of acquiring a comparative understanding of legislative processes in different capitals. Interns receive monthly stipends and financial assistance is provided for travel expenses.

The Ontario internship is largely publicly funded, although private donations have been an important element in financing the program. An academic director provides guidance for the program which receives valuable support services from the Office of the Clerk of the Ontario Legislature.

In the Province of Quebec a parliamentary internship program was established as early as 1974-1975. However, after two years of operation the program was discontinued. In 1979 a new program was established under the auspices of the Fondation Jean-Charles Bonenfant, a special foundation for the study of Parliament and political institutions, created by an Act of the Quebec Assembly.

Each year four interns are selected to serve for a ten-month period with the Quebec National Assembly. The internship is regarded as an educational program allowing recent Canadian university graduates an opportunity to acquire practical knowledge of the operation and function of the Assembly. As in Ottawa, Quebec interns serve as a kind of special assistant to an individual Member of the Assembly. At the mid-point of the program, interns switch to serve with a different Member; an effort is made to have interns serve with both a government and opposition Member. The Quebec program has a strong academic emphasis. Each intern is assigned an individual tutor from the Assembly's Research Library staff. At the conclusion of the program, interns submit a research paper on an aspect of the legislative process in Quebec. The interns also travel to Ottawa to observe Parliament.

Although the Quebec internship program is operated under the auspices of the Fondation Jean-Charles Bonenfant, for all practical purposes it is publicly funded. Interns are paid through Foundation scholarships. The program is coordinated by the Assembly's Inter-parliamentary Relations Office and is directly responsible to the Speaker of the Assembly through the Clerk's Office.

The following table illustrates the similarities and differences in programs and raises some questions that deserve serious consideration. For example, should an internship program be publicly or privately funded? The

PARLIAMENTARY INTERN PROGRAMS IN CANADA

Program	Established	Number of Interns	Duration of Program	Source of Funding	Monthly Stipend to Intern	Total operating budget 1981-82	Administered by
OTTAWA	1970	10	10 months (September - June)	Private	$ 800	Approx. $130,000	An Academic Director; ancillary services provided by the office of Clerk of the House of Commons
ALBERTA	1974	8	10 months (September - June)	Public	$1100	$128,273	Office of the Speaker
BRITISH COLUMBIA	1976	10	5 months (January - May)	Public	$ 800	Approx. $ 65,000	An Academic Director co-ordinated through the office of the Speaker
ONTARIO	1976	8	10 months (September - June)	Public (some Private)	$1000	$ 97,800	An Academic Director; co-ordinated through the office of the Clerk
QUEBEC	1979*	4	10 months (September - June)	Public	$1000	$ 75,000	Office of the Speaker through the Clerk

* *Original program commenced in 1974-75 but was discontinued.*

only wholly privately funded program is Ottawa's which from the beginning placed a great emphasis on being independent of Parliament and government. Every few years the Ottawa program is forced to scrounge and scrape for donations from private sources in order to continue. Much to its credit, after more than a decade the program is still in operation. However, if it was forced to compete for funds with the various provincial programs, the story might not be so triumphant. Fortunately, provincial programs have opted largely for public funding. This has created a sense of security and permanency for those working with and benefiting from the programs and, as far as can be seen,the provincial programs are every bit as independent as their federal counterpart in Ottawa.

Some controversy exists over whether intern programs should be used primarily as a service to legislators. Undoubtedly, some Members who have had the assistance of capable interns view the programs as one form of research assistance available to them. But, strictly speaking, interns should not be lumped together or confused with Members' services. First and foremost, parliamentary internship programs are an extension of an educational experience designed to offer practical working knowledge of parliamentary processes. Certainly, Members do benefit in a variety of ways from the help offered by eager and enthusiastic young assistants. But, to a large extent, and for the internship experience to be successful, the Member must be willing to serve as both teacher and counsellor for the intern. This requires time, effort and patience. Clearly, an internship program is a two-way street.

Another question can be raised about the selection of interns. Existing programs are made up largely of recent graduates in Political Science. Perhaps it would be desirable to open up the selection criteria to encourage applications from graduates in other academic disciplines. Also, it may be of some benefit to look beyond the crop of recent university graduates for prospective interns. Persons with related work experience but who do not possess university degrees could be considered as potential interns. Indeed, mature persons might offer new and interesting perspectives for internship programs.

It was noted above that the British Columbia Legislative Intership Program included an "administrative phase" consisting of serving with a government department in a research/administrative capacity. This is a unique feature among Canadian internship programs. It raises another interesting question: Should parliamentary internship programs be devoted strictly to the legislative experience, or can they successfully combine an administrative overview of the executive function with an understanding of the legislative process? The British Columbia program, although only half as long in duration as other Canadian internships, adapts both aspects admirably. Perhaps this feature should be looked at by other jurisdictions in order to offer interns a closer understanding of the working of government bureaucracies.

These are only a few of the many important questions that can be raised on the subject of the operation of parliamentary internship programs. Other areas worth exploring include: administration of programs, reporting structure for interns, the academic components of programs, including the role of academic directors, and the place of Clerks and legislative staff in the day-to-day organization and operation of programs. Of course, each program must be carefully tailored to the distinctive legislative and political climate it operates within. It would be unwise and undesirable to propose a single-formula internship program to suit every jurisdication. Flexibility in organization and design is of paramount importance and is one reason for the great success of the various parliamentary internship programs in Canada. And, while it is too early to offer a definitive judgement on former Prime Minister Pearson's prediction that parliamentary internships represent the "most important experiment" in parliamentary activity in Canada's history, it is possible to say that they are a unique Canadian success story.

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